



**EAST
HAMPTON
PUBLIC
LIBRARY**
Where Smart
Growth Begins!

APPLICATION FOR USE OF THE EAST HAMPTON COMMUNITY ROOM OR LIBRARY MEETING ROOM

Date of application _____

Name of organization _____

Date(s) of program _____ Start time _____ End time _____

Person responsible for program:

Name: _____

Address: _____

Phone (home) _____ (cell) _____ (work) _____

Alternate person to contact _____ Phone _____

Purpose of program _____

Number of people expected _____ Kitchen facilities: yes ____ no ____

Equipment needed:

tables ____ chairs ____ podium ____ piano ____ LCD projector ____ projector screen ____

easel ____ vcr/dvd ____ television ____ white board ____

Most AV equipment must be reserved separately, subject to availability. Please arrange for this equipment at the main Circulation desk.

NOTE: \$50 fee, if applies, payable to Town of East Hampton. NOTE—ALL USERS: There is a \$5 fee to open and/or close the facility when the library is closed to the public. Payment should be made directly to the building attendant and is the responsibility of the group sponsoring the meeting.

Insurance Requirements

All groups using any meeting room shall agree to hold the Library and the Town of East Hampton and all Library staff harmless from, and not hold them liable for, any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of the group's use of a meeting room.

Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room and its contents or to any other part of the library building, grounds, or collection; the cost of employees' overtime, if required by the use of the meeting room; the cost of police protection if required by the Library; and any claim asserted by any third person against the Library, the Town of East Hampton, or any library staff or volunteer on account of any alleged injury causally related to the meeting together with defense costs including reasonable attorneys' fees.

The Library's signed application requesting authorization for meeting room use constitutes a release by the group and each and all of its members of any claim against the Library, the Town of East Hampton, and the Library staff and volunteers, for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room, except if injury or damage to property is directly and solely caused by the gross negligence or intentional misconduct of any person acting on behalf of the Library or the Town of East Hampton.

Your printed name _____

Your signature _____

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